

Message Text

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44

ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 PER-03 L-03 OMB-01 DEAE-00 SNM-02

SCSE-00 SCA-01 OPR-02 A-01 PPTE-00 JUSE-00 TRSE-00

INSE-00 /027 W

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R 041235Z AUG 75

FM AMCONSUL DUSSELDORF

TO SECSTATE WASHDC 2672

UNCLAS DUSSELDORF 0974

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353 AND STATE 179745

1. THE CONSULATE GENERAL MAINTAINS NO SECRET FILES NOR ANY FILES NOT KEPT BY MOST FOREIGN SERVICE POSTS. THE ONLY RECORDS SYSTEMS THAT CONCEIVABLY MIGHT FALL UNDER THE PROVISIONS OF THE PRIVACY ACT OF 1974 ARE THE CONSULAR FILES, MOST OF WHICH CONTAIN ONLY INFORMATION THAT IS AVAILABLE IN THE DEPARTMENT OR OTHER WASHINGTON AGENCIES.

2. THE FOLLOWING RECORD SYSTEM DESCRIPTIONS FOLLOW THE FORMAT PRESCRIBED IN STATE 172353.

I. NAME OF RECORD: PASSPORT AND CITIZENSHIP FILES.

II. CATEGORY OF INDIVIDUAL: PERSONS FOR WHOM PASSPORT OR CITIZENSHIP SERVICES ARE PERFORMED OR WHO MAY SEEK TO OBTAIN SUCH SERVICES.

III. CATEGORY OF RECORD: INFORMATION, DOCUMENTS, AND APPLICATION FORMS FURNISHED BY APPLICANT OR RECEIVED FROM OFFICIAL SOURCES IN CONNECTION WITH U.S. CITIZENSHIP OR PASSPORT. NOTATION OF SERVICES PERFORMED.

IV. AUTHORITY: IMMIGRATION AND NATIONALITY ACT, VOLUME 8 OF FOREIGN AFFAIRS MANUAL.

V. ROUTINE USES: DEA- ININSTANCES WHERE THERE MAY HAVE BEEN A UNCLASSIFIED

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VIOLATION OF U.S. NARCOTICS LAWS.

INS- REGARDING A QUESTION OF AN APPLICANT'S U.S. CITIZENSHIP.

VI. RECORD MANAGEMENT POLICY AND PRACTICE: STORAGE- RECORDS ARE MAINTAINED IN FILE FOLDERS EXCEPT FOR REGISTRATION AND LOOK-OUT CARDS ON 5" X 8" CARDS

RETRIEVABILITY - FILED IN ALPHABETICAL ORDER ACCORDING TO SURNAME.

SAFEGUARDS - ACCESS TO FILES IS LIMITED TO APPROPRIATE CONSULAR PERSONNEL. ALL PERSONNEL HAVE PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS. ONLY AMERICAN PERSONNEL WITH SECURITY CLEARANCES HAVE ACCESS TO CLASSIFIED MATERIAL.

RETENTION AND DISPOSAL - CONGEN FOLLOWS INSTRUCTIONS CONTAINED IN CONSULAR RECORDS SECTION OF RECORDS MANAGEMENT HANDBOOK, APPENDIX B.

VII. SYSTEM MANAGER: CONSULAR OFFICER

VIII. SOURCES: US MILITARY SERVICES, INS, DEA, OFFICIAL GERMAN SOURCES.

I. NAME OF RECORD: PROTECTION AND WELFARE FILES

II. CATEGORY OF INDIVIDUAL: AMERICANS WHO SEEK OR OBTAIN ASSISTANCE FROM CONSULAR OFFICERS IN SUCH MATTERS AS: ILLNESS OR INJURY, DESTITUTION, PROPERTY MATTERS, COMPLAINTS, LEGAL CLAIMS, OBTAINING DOCUMENTS, TRADE MATTERS, FEDERAL BENEFITS, ARRESTS, DEATH CASES, ETC.

III. CATEGORY OF RECORD: STATEMENTS AND DOCUMENTS OBTAINED FROM THE INDIVIDUALS CONCERNED OR FROM ANY OTHER SOURCE ON THE CASE.

IV. AUTHORITY: LEGISLATIVE AUTHORITY AND DEPARTMENTAL REGULATIONS ARE CONTAINED IN VOLUME 7 OF THE FOREIGN AFFAIRS MANUAL.

V. ROUTINE USES: IN ASSISTING AMERICANS WITH INNUMERABLE TYPES OF PROBLEMS SELECTED INFORMATION MAY BE MADE AVAILABLE TO A U.S. OR GERMAN ORGANIZATION OR AGENCY WHOSE ASSISTANCE UNCLASSIFIED

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IS SOUGHT. IN NARCOTICS CASES INFORMATION MAY BE FURNISHED TO DEA. POSSIBLE VIOLATIONS OF U.S. LAW MAY BE REPORTED TO DEPARTMENTS OF JUSTICE, TREASURY, OR INS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE: STORAGE -- FILE FOLDERS; FEDERAL BENEFITS ON NAME CARDS.

RETRIEVABILITY --BY NAME

SAFEGUARDS -- ACCESS TO FILES IS LIMITED TO APPROPRIATE CONSULAR PERSONNEL, ALL OF WHOM HAVE HAD PRE-EMPLOYMENT

BACKGROUND INVESTIGATIONS. ONLY AMERICAN PERSONNEL WITH
SECURITY CLEARANCES HAVE ACCESS TO CLASSIFIED MATERIAL.

RETENTION AND DISPOSAL -- INSTRUCTIONS ARE CONTAINED IN
CONSULAR RECORDS SECTION OF RECORDS MANAGEMENT HANDBOOK,
APPENDIX B.

VII. SYSTEM MANAGER: CONSULAR OFFICER

VIII. SOURCES: FRIENDS AND RELATIVES OF INDIVIDUAL
CONCERNED, POLICE, HOSPITALS, LAWYERS, U.S. AND FOREIGN
GOVERNMENTS AGENCIES. KEASBEY

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Message Attributes

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Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Unique ID: 00
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TAGS: AINF, OGEN
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